

**BY ORDER OF THE COMMANDER  
HEADQUARTERS 377TH AIR BASE WING (AFMC)  
KIRTLAND AIR FORCE BASE,  
NEW MEXICO 87117-5606**

**KAFB INSTRUCTION 48-106**

**15 JUNE 1999**

**Aerospace Medicine**



**HAZARD COMMUNICATION PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Capt Alexander Ghattas)  
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(LtCol Pamela Burr)  
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This instruction implements Air Force Policy Directive 48-1, Aerospace Medical Program. This program provides information specific to the implementation of Air Force Occupational Safety and Health (AFOSH) Standard 161-21, Hazard Communication, at Kirtland Air Force Base (KAFB). Maintain a copy of this workplace written program including AFOSH Standard 161-2(Attachment 1), the work area hazardous chemical inventory(Attachment 2), a list of non-routine tasks involving hazardous material, if any, and Material Safety Data Sheets (MSDS) (Attachment 3) at each work area. It applies to all units in Kirtland Air Force Base.

**SUMMARY OF REVISIONS**

Minor revisions were made to some sections of this instruction. Paragraph 1, Responsibilities, was added. Paragraph 4 was revised to ensure Bioenvironmental Engineering Flight (BEF) is informed of any new hazardous material that is introduced into the workplace so that proper evaluations can be conducted before any inadvertent exposures. The BEF will not review the chemical listing annually any longer; it will be reviewed during the periodic operational risk management assessment. Paragraph 8 was added to ensure containers are properly labeled during transferring of hazardous materials.

**1. Responsibilities.** The following responsibilities are in addition to the responsibilities listed in AFOSH-STD 161-21, Hazard Communication Standard.

**1.1. Supervisor:**

1.1.1. Ensures MSDSs are readily accessible in the work area to employees during each work shift.

1.1.2. Will either search the Hazardous Material Management System (HMMS) to determine if the MSDS is available for copying or request it directly from the manufacturer whenever new chemicals are introduced into the work area without a Material Safety Data Sheet (MSDS).

1.1.3. Ensures to select the appropriate MSDS by confirming the manufacturer's name, Mil-Spec number, and part number whenever there is more than one MSDS under the same stock number.

1.1.4. Ensures a copy of the MSDS that is requested from the manufacturer is forwarded to the HAZMAT pharmacy for uploading onto the HMMS.

1.1.5. Will notify the Bioenvironmental Engineering Flight (BEF) whenever a new hazardous material is introduced into the work area.

1.1.6. When workers perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

1.1.6.1. An initial Federal Hazard Communication Training Program as described in paragraph 5 of AFOSH Standard 161-21.

1.1.6.2. A supplemental training on specific chemical hazards in the work area and their associated controls.

1.1.7. Will notify the worker's formal supervisor describing the training conducted so the individual's training records can be updated.

## 2. Material Safety Data Sheets (MSDSs).

2.1. The 377th Air Base Wing Hazardous Material Pharmacy (377ABW HAZMAT), building 1010, 846-2801/03/05, maintains an electronic master file of material safety data sheets (MSDS) for hazardous materials used on KAFB.

2.1.1. The master file consists of the HMMS and DoD Hazardous Material Information System (HMIS), and the Health Hazard Authorization Log (HHAL).

2.1.2. The HMMS is on the base network system and all Distribution Servicing Centers (DSC) may retrieve MSDSs for workplaces at any given time.

2.2. Do not use new chemicals in the work area until receipt of the MSDS and worker training is conducted.

2.2.1. Contact the HAZMAT Pharmacy Bioenvironmental Engineering representative for help in acquiring MSDSs which the manufacturer refuses to send for proprietary or other reasons.

2.3. You must report problems in receiving MSDSs for local purchase hazardous chemicals to the responsible supply receiving office.

2.4. Organizations with multiple work areas using hazardous chemicals may wish to have their safety office maintain the unrestricted L version of the HMIS to give supervisors better access to MSDSs. The HMIS may be ordered:

2.4.1. For the microfiche version, order DODL 6050-5, DOD Hazardous Materials Information System, Hazardous Item listing, through the appropriate web site.

2.4.2. For compact disk (CD) DODL 6050--version 5, throughwrite for DODL 6050-5 from: Armstrong Laboratory IERA/HMIS, Brooks AFB TX 78235-5501, DSN 240-3214 or Com (510) 536-3214

2.4.3. Addresses for ordering from other military services and government agencies are listed in Federal Standard 313D, Federal Standard, Material Safety Data, Transportation Data and Data For Hazardous Material Furnished to Government Activities.

### 3. Employee Information and Training.

3.1. Public Health Flight (PHF) (377 AMDS/SGPM) will train workplace supervisors or other formal training organizations, e.g., maintenance trainers. The training plan used by other formal organizations, as a minimum, must include AFOSH Training Document 161-21.1G, Federal Hazard Communication (HAZCOM) Training Program, Trainer's Guide, and video program. Call the PHF, 846-3461, for scheduling information.

3.2. Supervisors in turn will ensure subordinate workers are trained on the AFOSH Standard 161-21-1W, Federal Hazard Communication Training Program (FHCTP) Student's Workbook and video program or equivalent HQ USAF/SGPA-approved program containing the elements of the FHCTP. Supervisors will provide to PHF the date their subordinate workers' initial Federal HAZCOM training was completed. The training must be conducted before the workers handle or are occupationally exposed to hazardous materials.

3.2.1. Workers training may be provided by the supervisor, the organization occupational health coordinator, or other formal organizational training structure, e.g., maintenance trainers. Supervisors should supplement this training to provide information on work area specific chemical hazards. Before presenting supplemental training, the supervisor will ensure appropriate agencies (i.e., BEF/SGPB, 846-4259; PHF/SGPM, 846-3461; Fire Department Technical Services (CEFT), 846-8305; Environmental Pollution Prevention (377 ABW/EM), 846-6007; and responsible safety office) review the information for technical accuracy. Supervisors must document all training in the workers training records (AF Form 55, Employee Safety and Health Record, or equivalent)

3.3. Supervisors will ensure the departing military or civilian employee hand carries their AF Form 55 to PHF during outprocessing

### 4. Hazardous Chemical Inventory.

4.1. The supervisor will develop the hazardous chemical inventory for the work area.

4.2. The hazardous chemical inventory must list all chemicals, which have been declared hazardous according to the MSDS.

4.3. The supervisor will maintain the hazardous chemical inventory in the work area in conjunction with this instruction and update it whenever new chemicals are brought into the work area or old ones are eliminated. BEF must be informed about the introduction of any new hazardous material into the work area so that proper evaluation can be conducted.

4.4. The supervisor will consult with HAZMAT Pharmacy BEF representative if there is any doubt about adding a chemical to the hazardous chemical inventory. In general, most chemical products do contain ingredients that pose some degree of risk with exposure and will be reflected as having haz-

ardous ingredients on the MSDS. According to AFOSH Standard 161-21, the Air Force will rely on the MSDS for the hazard determination.

4.5. The BEF will review the work area hazardous chemical inventory at least annually during its periodic process assessment visit to the workplace.

## 5. Contractor Operations.

5.1. The contracting officer (CO) (PLAFRL/PKO) with assistance from the BEF, and work area supervisor, if requested, will advise contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work in a work area. The CO will also advise the contractor that the MSDS information is available through the work area supervisor and BEF.

5.2. At the pre-performance conference and subsequently during the contract performance period, the KAFB project manager, with BEF coordination, requiring activity quality assurance evaluator will advise work area supervisors and federal employees about the hazardous materials introduced into the work area by the contractor. monitoring the performance of contractors of hazardous chemical. The contractor is required to submit information on the use of hazardous materials according to Federal Acquisition Regulation (FAR) Clause 52.223-2, Hazardous Material Identification and Material Safety Data.

## 6. Non-routine Tasks Involving Hazardous Materials.

### 6.1. Non-routine tasks are:

6.1.1. Those tasks or products operations that are included within a work area's normal activities but performed infrequently. Each task or product use should be considered for the nonroutine list by evaluating the potential hazard of the task or product and consequences of using the product without following special handling requirements.

6.1.2. Temporary duties outside an individual's normal Air Force Specialty Code (AFSC) or job series.

6.2. The work area supervisor will develop a list of all non-routine tasks, if any, which involve hazardous materials. This list will be maintained in conjunction with this instruction. The supervisor will ensure work area operating instructions (OI) thoroughly describe non-routine tasks, the associated hazards and controls for the infrequent tasks performed in the work area. Operating instructions do not need to be prepared if technical orders (T.O.) or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

7. Hazardous Chemicals in Unlabeled Pipes. The work area supervisor must inform employees of hazards associated with chemicals contained in unlabeled pipes.

8. Transferring of Hazardous Materials. When transferring hazardous materials from one container into another, the new container must be labeled properly as specified in AFOSH STD 161-21.

OFFICIAL

KIMBERLY A. SLAWINSKI, Lt Col, USAF, MC,  
SFSGINGER D. COOK, Maj, USAF  
CommanderChief, Base Information Management

**Attachment 1****AFOSH STANDARD 161-21, HAZARD COMMUNICATIONS**

Work area supervisor must order AFOSH Standard 161-21, Hazard Communications, and replace this page as Attachment 1 to this base instruction.

**Attachment 2**

**WORK AREA HAZARDOUS CHEMICAL INVENTORY**

Work area supervisor must prepare this inventory and replace this page as Attachment 2 to this base instruction.

**Attachment 3****NONROUTINE TASKS INVOLVING HAZARDOUS MATERIALS**

Work area supervisor must prepare this list of nonroutine tasks and replace this page as Attachment 3 to this base instruction.